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## ***Chapter 3***

### ***Editing the Census Address List and Related Maps***

- **Working with the Computer-readable Census Address Lists**
- **Working with the Census Bureau Maps**



## ***Chapter 3***

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### **Summary**

- **Working with the Computer-readable Census Address List**

You may sort the data in any way you wish.

Do not alter the Census address list ID.

Only habitable housing units should be included in the Census address list.

Sort all fields together.

- **Working with the Census Bureau Maps**

Make changes using a red lead pencil.

Ensure all changes are legible and avoid stray marks.

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## **Working with the Computer-readable Census Address List**

### **Default Address List Sort**

You may sort the data in any way you wish. The data was sent to you with the following default sort (in ascending order):

- FIPS state code
- FIPS county code
- FIPS place code
- FIPS MCD code
- Census AIANA code
- Trust land indicator
- Collection block number/suffix
- SP flag
- Street name/type/prefix/suffix
- House number/suffix
- Unit designation
- ZIP Code

Please remove unedited records from your file before returning it to us. We suggest sorting the file when you are finished editing it, using the action code field as the sort key. All records with action codes (what you return to us) will group together, leaving the records without action codes also grouped together for easy removal.

### **Using the Action Codes**

#### **Adding an Address**

- Create a new record (database program) or start/insert a new row (spreadsheet program).
- Enter an “A” in the action code field.
- Enter required address information in the appropriate fields.
- Include the ZIP Code of the new address.
- Add new streets or other features on the Census Bureau map(s) as needed.

#### **Correcting an Address**

- Enter a “C” in the action code field.
- Erase incorrect information and replace with correct information.
- Make corrections to the appropriate Census Bureau map(s) so that they match the new information on the Census address list.

#### **Deleting an Address**

- Enter a “D” in the action code field.

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- Delete the appropriate streets or other information from the Census Bureau map (if necessary). Do not change any other fields on the listing.

### **Out of Jurisdiction Addresses**

- Enter a “J” in the action code field for addresses that are not in your jurisdiction and for which you do not know the correct jurisdiction’s FIPS codes. Do not change any other fields on the listing.

### **Nonresidential Addresses**

- Enter an “N” in the action code field for addresses that are used for commercial purposes only and do not contain living quarters. Do not change any other fields on the listing.

### **When You are Finished Making Updates**

- Save the entire file under a new name (so that you have a backup copy).
- Remove every record that does not have an entry in the Act. Code field. The Census Bureau needs for you to return only those Census addresses for which additions, corrections and/or changes have been made.
- Save this file in the correct format and copy to a floppy disk (or write to a CD-ROM, if you have that capability available).
- Return the floppy disk or CD-ROM to your RCC.
- Keep a backup copy of the original address file and your edits until the Census Bureau sends you the Feedback materials.

### **Working with Paper Census Bureau Maps**

Make sure that changes made to the Census address list are reflected on the Census Bureau maps (if necessary). Conversely, make sure that any changes made to the Census Bureau maps are reflected on the Census address list. Mark your changes in red colored pencil. See examples for updating maps in Chapter 8 of Part A, Address List Review procedures (House number and street name Areas).

#### **Adding a New Street Feature or Address Range:**

- Draw in the new street feature, and print the feature name and address range.

#### **Correcting a Street Feature or Address Range:**

- Identify the extent of the street feature to be corrected with hatch marks (||).

Do not use hatch marks if the correction applies to the *entire length* of the street.

- Cross out the incorrect information.
- Print the correct information.

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**Deleting a Street Feature or Address Range:**

- Identify the extent of the street feature to be deleted with hatch marks (||). Do not use hatch marks if the deletion applies to the *entire length* of the street.
- Cross out the item to be deleted (draw “X’s” through it).
- Do not forget to delete all affected addresses from the address list.

**Boundary Corrections:**

- If the boundary for your jurisdiction has changed, complete the BAS Form for the Address List Review program and sign the Map Certification Box. Make the correction to the Census Bureau map. Cross out the boundary to be deleted (draw “X’s” through it) and draw in the new boundary.

**Minimum Required Information for Addresses**

All addresses that you submit for Address List Review must have entries in these fields:

- Two-digit FIPS state code
- Three-digit FIPS county code
- Five-digit FIPS place code and/or five-digit FIPS MCD code
- 13-digit Census address list-ID (corrections and deletions only)
- Census 2000 block number number
- Action code (A, C, D, N, or J)
- House number
- Street name
- Five-digit ZIP Code
- Unit designation for housing unit addresses in multi-unit dwellings. (See Part A, Chapters 7 and 8 for instructions on handling missing addresses within multi-unit dwellings for which you have no unit designations.)